



FY 2023 ART BANK PROGRAM REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) requests applications from qualified artists and District nonprofit art galleries or organizations for its Fiscal Year 2023 Art Bank Program. Award amounts vary but eligible applicants can be awarded up to \$15,000.

RFA Release: Monday | May 2, 2022
Submission Deadline: Friday | June 24, 2022 | 4 pm

Incomplete or late applications or applications that do not follow the instructions and guidelines will be automatically deemed ineligible for review and funding.

Prospective applicants should read through this Request for Applications (RFA) in its entirety before submitting an application.

Staff Contact: Sarah Gordon, Curator | sarah.gordon2@dc.gov

Source of Funds: The source(s) of funds for the grant(s) is the portion of the Agency's annual grants budget allocated for grant programs established by CAH in accordance with D.C. Official Code § 29-205(c-1)(2)(C). CAH may make multiple awards under this RFA.

CAH's Authority to Make Grants: CAH has grantmaking authority under the Commission on the Arts and Humanities Act of 1975, as amended (D.C. Law 1-22; D.C. Official Code § 39-204).

The DC Commission on the Arts and Humanities (CAH) is an independent agency within the District of Columbia government that evaluates and initiates action on matters relating to the arts and humanities and encourages the development of programs that promote progress in the arts and humanities. As the official arts agency for Washington, DC, CAH is supported by District government funds and in part by the National Endowment for the Arts, a federal agency.

Government of the District of Columbia
Commission on the Arts and Humanities
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FY 2023 ART BANK PROGRAM

OVERVIEW

In support of local visual artists, District nonprofit art galleries and art organizations, CAH acquires fine art from metropolitan artists to grow the Art Bank Collection. Artwork in the collection is managed by CAH and loaned to District government agencies for display in public areas and offices of government buildings. The Art Bank Collection, which started in 1986, includes over 3,000 artworks in various media.

CAH seeks grant applications from qualified artists and District nonprofit art galleries or organizations representing metropolitan artists for the acquisition of original two- and three-dimensional artwork including, but not limited to:

- Paintings;
- Drawings;
- Mixed media works;
- Prints;
- Photographs;
- Fabric arts;
- Ceramics; and
- Sculptures.

For the purpose of this grant, metropolitan artist is defined as a legal resident of Washington, DC, or a legal resident of within a 50-mile radius of the Washington, DC boundaries, for at least one (1) year prior to the application deadline.

CAH will award select applicants (“grantees”) a grant of funds to support the delivery of their proposed project. CAH grant funds must be spent within CAH’s Fiscal Year 2023 (FY 2023) (October 1, 2022 to September 30, 2023). Grant award funds cover expenses made only within this period.

This grant is competitive. The total grant award will not exceed \$15,000.

Award amounts are subject to CAH’s availability of funds and are based upon the organization’s advisory review panel score and ranking.

PROGRAM GOALS

- Grow the District’s collection of fine art to reflect the rich, diverse artistic history and communities of the metropolitan region.
- Provide support, exposure and professional benefit for visual artists residing in the District of Columbia metropolitan area.
- Enhance the aesthetic experience for District employees and visitors that access the District of Columbia government buildings and public spaces.

APPLICATION REQUIREMENTS

- Individual applicant (metropolitan area artists) is allowed to submit up to five (5) artworks for consideration.
- District nonprofit art galleries or arts organizations are allowed to submit up to ten (10) artworks from any combination of two (2) or more metropolitan area artists.
- All applicants are allowed to submit multi-part artwork(s). The multi-part artwork will count as one artwork within the allowable maximum for portfolio submission from individual artists (five) and art organizations (ten).
- Submitted artworks must follow the below eligibility requirements for acquisition:
 - Artwork must be engaged with contemporary artistic practice and/or significant to the history of visual art in the District;
 - Artwork must be in excellent condition, with no damage or conservation requirements;
 - Artwork must be composed of archival materials (any material that falls into the industry standard and production of art materials for the creation of a long-term and durable permanent work of art);
 - Artwork must not require electricity, batteries, or have lighting components;
 - Artwork must not exceed eighty-four (84) inches in any direction;
 - The overall weight of any single wall-mounted artwork must not exceed 60 lbs; the overall weight of any sculpture that stands on a pedestal must not exceed 100 lbs. Any sculpture must be displayable on the wall or a pedestal, covered with plexi. Wall sculpture may only extend six inches from the wall;
 - All artwork submitted must be available for acquisition at the time of submission; applicants may not substitute works not included in the original application;
 - Artwork submitted for consideration by nonprofit District art galleries or art organizations must be from artists who meet all individual eligibility requirements below; and,
 - Each artwork must be priced at \$10,000 or lower. Pricing for this grant must match market pricing (ie. prices offered at galleries, in studio and/or on websites). The total grant award to a single applicant will not exceed \$15,000.

Selected list of prohibited media

- Plant material, soil;
- Preserved insects, animals, and other organic material, including but not limited to feathers, fur, hair, wool, quills, skins, nests, cobwebs, and antlers;
- Food items, including but not limited to fruits, vegetables, nuts, seeds, dried beans, herbs, spices and grains;
- Liquids, including but not limited to water, in unsealed or sealed containers;
- Materials that produce vapor, smoke, mists, and/or odors;
- Flammable, toxic, volatile, and/or explosive materials;
- Weapons or firearms;

- Live animals and/or insects.

ELIGIBILITY REQUIREMENTS

Prior to submitting applications, applicants must meet all of the following eligibility requirements:

- Be an artist or artist representative (e.g., artist estate representative), aged 18 or older;
- Be a legal resident of Washington, DC, or a legal resident of within a 50-mile radius of the Washington, DC boundaries, for at least one (1) year prior to the application deadline;
- Maintain primary residency during the entire funding period (October 1, 2022, to September 30, 2023);
- Have a permanent DC, MD, or VA address, as listed on government-issued identification or tax returns. The address provided on all application materials must match exactly the address provided on the submitted IRS W-9 form. Post office boxes are not allowable as a primary address; and,
- Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of Friday, October 14, 2022 (or otherwise as determined by CAH), are ineligible to receive additional funds from CAH in FY 2023.

District Nonprofit Galleries and Arts Organizations must (at the time of application):

- Be incorporated as a nonprofit with a federally designated tax-exempt status under section 501(c)(3) of the United States Internal Revenue Service (IRS) code, as evidenced by an IRS determination letter that is dated at least one year prior to the application deadline date;
- Be an arts organization or gallery, representing artists living in the metropolitan area within a 50-mile radius;
- Have a principal business office address that is located in the District of Columbia, subject to on-site visit. (Note: CAH will not allow post office boxes or the addresses of board members or volunteers as evidence of the principal business address);
- Be registered with, and authorized to do business in, the District as either a “Domestic” entity (that is, an entity that was incorporated in the District) or a “Foreign” entity (that is, an entity that was incorporated in another state);
- Ensure that at least fifty-one percent (51%) of the organization’s activities occur within the District of Columbia;
- Have an active Board of Directors;
- Obtain certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see page 13);
- Not be colleges, universities, service organizations, foreign governments or other DC Government or Federal Government agencies, including DC Public Schools; and,
- Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of Friday, October 14, 2022, are ineligible to receive additional funds from CAH in FY 2023.

ALLOWABLE COSTS AND FUNDING RESTRICTIONS

Applicants may receive funds from multiple CAH grant programs including the Art Bank Program during the same fiscal year.

Please note that payments may be taxable under the law. Each grant recipient should consult with a tax professional to determine how payments may impact individual circumstances.

APPLICATION PROCESS

1. Read the RFA guidelines (for desired grant program) and determine eligibility.
2. Visit www.dcartarts.dc.gov and navigate to the “Grants” menu and select the “[Grant Application Portal](#)” to register using the “Sign Up today” link.
3. Once registered, select My Open Applications and click on “New Application” on the right side of the screen then select “Art Bank Program” from the program list.
4. Complete the application questions.
5. Upload all required documents, supplementary material and artwork.

The following application documents are mandatory for all submissions

These are in addition to the required questions within the online application. Documents must be uploaded as PDFs through CAH’s online grant portal prior to the application deadline.

- A. Artist Statement(s): Please briefly describe (250 words or less) your art-making process and how it relates to the the artwork(s) presented in your application.
 1. District nonprofit art galleries and arts organizations that are submitting more than one artist statement must include the artist statements all in one document.
- B. Artist Resume(s): Provide a current list of exhibitions; publications; commissions; collections; and education.
 1. District nonprofit art galleries and arts organizations that are submitting more than one artist resume must include the artist resumes all in one document.
- C. Image Identification List: Submit a document listing details of each uploaded artwork. The list should include the Artist Name, Title, Year, Medium, Dimensions, and Retail Price.
Example Identification Image List:
 1. Artist Name
Title, Year
Medium
Dimensions
Retail Price
 2. Artist Name
Title, Year
Medium
Dimensions
Retail Price
- D. Artwork Files: High-quality JPEG files. Files should not exceed 5MB each.

Uploading – Applicants must use the Media Viewer to upload each image file of prospective artwork for consideration.

1. For each image uploaded, please complete all required media file fields: Title, Media Type, Media Sub-type, Date, Edition number (optional), Retail price, Dimensions and Description (up to 200 words). The description will be reviewed by the panel and, if the artwork is acquired, may be used for wall text and/or the eMuseum.
2. After uploading images to the media viewer, the applicant must individually attach the file to their Art Bank application.
3. Individual artists are allowed to submit up to five artworks.
4. District nonprofit galleries or arts organizations are allowed to submit up to ten artworks.

Artwork File Labeling – Identify image files by the Identification Image List number, artist's last name followed by the artwork title.

1. Example of File Labeling:
 - a) 1_Last Name_Artwork Title;
 - b) 2_Last Name_Artwork Title;
 - c) 3_Last Name_Artwork Title; and so on.

E. Compliance documents for **individuals and organizations**. (Forms and instructions are available at <http://dcarts.dc.gov/page/managing-grant-awards>)

1. Statement of Certification (signed at the time of application).
2. Certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (must be dated within thirty 30 days of application). Applicants may visit the following site to obtain more information and to secure their CCH certificate: [My Tax DC](#).
3. Signed IRS Form W-9 (Note: Post office boxes are prohibited. The applicant's address must match the address in the grants portal, the address on file in the DC Government's PASS system, and in the DC Vendor Portal. The October 2018 version of the form must be used and be dated at the time of application submission.)
4. Artwork Relationship and Copyright Warranty Form.

F. Compliance documents for **organizations**.

1. Written letter of consent from each artist included in the application, indicating agreement for their work to be offered to the Art Bank Collection.
2. IRS Letter of Determination.
3. DC Tax Certificate of Incorporation.
4. IRS Form 990 (Fiscal Year 2020 or most recently completed fiscal year).
5. Data Universal Numbering System (DUNS): Numbers are free to obtain; however, the process can take up to thirty (30) days.
6. ARIBA Network Number.

G. Individual or Organizational Demographic Form: For each artist or organization.

Completion and submission of this form will have no impact on funding decisions. Responses are used for statistical and diversity inclusion purposes only and will not be seen by the grant review panel. Form found on grant application landing page.

CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 4:00 PM ET on Friday, June 24, 2022.** A confirmation email generates automatically upon submission of the application. Technical issues or failure to receive a confirmation e-mail should be brought to the immediate attention of CAH staff. Incomplete or late applications or applications that do not follow the instructions and guidelines are deemed ineligible for review and funding. CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or the required attachments. CAH will accept reasonable accommodation requests from applicants with disabilities in advance of the application due date to assist them in submitting grant applications via mail, email or hand-delivery. To request a reasonable accommodation, contact Travis Marcus at travis.marcus@dc.gov and await request approval.

CAH's grant application process is competitive and subject to the availability of funds.

Applicants may not request or receive funding for the same activities through more than one CAH program or grant category. Multiple applicants may not apply for funding for the same project, whether through the same or different grant programs. Applicants can participate in only one application per year for this grant program.

Applicants are fully responsible for the content of their application materials. An automated confirmation of an application's submission does not guarantee an applicant's eligibility or recommendation for funding by the advisory review panel. CAH staff is not permitted to make corrections to applications on behalf of applicants.

INCLUSION, DIVERSITY, EQUITY, AND ACCESS (I.D.E.A.)

CAH has placed increased focus on utilizing an Inclusion, Diversity, Equity and Access (I.D.E.A.) lens in its grantmaking, with the goal of creating a more equitable arts and humanities landscape in the District. In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each applicant must demonstrate how its programming and services will be inclusive, diverse, equitable, and accessible throughout the District of Columbia, beyond participants with disabilities. Applicants should consider a broad definition of "accessibility" by addressing financial, geographic, demographic, cultural and developmental access. For more information, see the Americans with Disabilities Act section of these RFA guidelines (see page 8). For reference, applicants may use this link to access the text of the ADA: <https://www.law.cornell.edu/uscode/text/42/12101>. Notwithstanding the fact that it has shared hyperlinks attached immediately above and later below, the District government does not represent that shared text of the ADA (or any other text) is the latest version of the subject law.

I.D.E.A. DEFINITIONS

Below are definitions used by CAH of each component of I.D.E.A. CAH encourages applicants to develop short- and long-term plans to ensure each of these components is realized in their processes and programs. CAH's goal for the arts and humanities community is to have a comprehensive and actionable plan in place by FY 2024.

Inclusion

Inclusion authentically welcomes, and intentionally brings, traditionally excluded individuals and/or groups into processes, activities, and decision/policymaking in a way that shares power.

Diversity

Diversity refers to the various backgrounds and races that comprise a community, nation, or other grouping. In many instances, the term diversity does not only acknowledge the existence of diversity of background, race, gender, religion, sexual orientation etc., but applies a recognition of the value of these differences. Diversity enriches policies and practices by bringing people of diverse backgrounds and experiences together to inform, shape, and enrich these policies and practices.

Equity

Equity is giving everyone what they need to be successful. Equity is different from treating everyone the same. Equity operates from the understanding that people and groups enter given situations from very different starting points. These starting points are often determined by certain social hierarchies such as race, class, gender, age, sexual identity etc. An equitable framework centers awareness of these hierarchies and creates systems that are actively anti-ableist, anti-racist, anti-classist, anti-sexist, and anti-homophobic.

Access

Access is defined in the broadest definition of the term as a means of ensuring individuals and/or groups are given financial, geographic, demographic, cultural, and developmental access to programming, services, and other opportunities.

TECHNICAL ASSISTANCE

CAH staff members are available to assist grant applicants with preparing the application through group or individual technical assistance. CAH staff members do not write applications for applicants. CAH staff members are available to review draft applications for thirty (30) minute appointments, on government business days up to one (1) week prior to the grant application deadline.

To schedule an individual technical assistance meeting, please contact Sarah Gordon, Curator, at 202-549-9486 or sarah.gordon2@dc.gov. Please note that CAH requests that applicants prepare

and deliver (by e-mail) a draft of their full application along with any questions in advance of scheduling a meeting for agency staff assistance.

CAH conducts free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. All workshops are free and open to the public; however, participants are strongly encouraged to RSVP. Workshops will be offered at the following times:

- Tuesday, May 17, 2022; 10 - 11:30 am
- Tuesday, May 24, 2022; 4 - 5:30 pm
- Wednesday, June 15, 2022; 4 - 5:30 pm

More information, including registration details, about these workshops may be found at www.dcartarts.dc.gov under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

APPLICATION REVIEW

All Art Bank Program applications are scored according to three categories: Aesthetic and Conceptual Strength; Artistic Contribution; and Value as Cultural Asset. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines.

The application process is competitive, and awards are subject to the availability of funds.

REVIEW CRITERIA

Aesthetic and Conceptual Strength 60%

- Artwork has exceptional visual impact and technical skill, is conceptually inventive or intellectually stimulating, and is produced using archival materials (50 points).
- If artist's work has been acquired for the Art Bank Collection in the past, how this artwork makes a new contribution to the collection in subject, style, or significance (10 points).

Artistic Contribution 20%

- Artist has extensive exhibition history in and beyond the metropolitan area and/or inclusion in high profile collections, and/or artist's contributions to the metropolitan artistic communities are significant and influential (20 points). **OR**
- Artist is a highly promising emerging artist who would benefit greatly from inclusion into this collection, and the acquisition of their artwork(s) will add to the richness and diversity of the collection (20 points).

Value as Cultural Asset 20%

- Artwork is an exemplary representation of cultural diversity within metropolitan communities and/or outstanding individual expressions of unique creativity (5 points).
- Artwork demonstrates the global reach of District artists and/or the cosmopolitan nature of Washington, DC (5 points).

- Artwork will stand out as significant marker of the city's evolution and artistic trajectory throughout the lifetime of the collection (5 points).
- Artwork will be a fitting addition to a municipal collection displayed in District government buildings (5 points).

SELECTION PROCESS

CAH selects individuals who are arts and humanities professionals and/or District government employees, independent of CAH, to serve as advisory review panelists for each grant program. The role of a panelist is to review and score an eligible application's content to the established grant program review criteria. Panelists participate in a group review of CAH grant applications, according to their cohort, to discuss and comment on the merits and deficiencies of applications and finalize their application-related scores in the presence of CAH staff and Commissioner Conveners.

CAH staff, Commissioner Conveners and panelists are to remain impartial in their review of CAH grant applications. CAH ensures that all involved recuse themselves from review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest).

CAH's grant application evaluation process takes into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with [The National Foundation on the Arts and Humanities Act](#), as amended.

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the advisory review panel for funding consideration.

NOTIFICATION AND PAYMENT

CAH will notify applicants of this grant program as to the results of their application on or about Tuesday, November 1, 2022, via email with attached (1) letter of intention to award, (2) conditional letter of intention to award, (3) letter of ineligibility, or (4) letter of denial.

For award recipients, the date of CAH grant award payment disbursement(s) is subject to the availability of funds and the processing of required documentation. CAH does not disburse grant award payments through its office. However, in collaboration with other District of Columbia government agencies, CAH processes the grant award payment requests for grantees in a timely manner.

Applicants must ensure that all compliance materials are uploaded in the online portal before submitting an invoice.

CONDITIONS OF FUNDING AND CANCELLATIONS

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH grant guidelines, policies or regulations, at any time. FY 2023 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 15, 2022 are ineligible to receive additional awards from CAH.

REPORTING REQUIREMENTS

The Art Bank Program grant does not require an interim or final report.

DISTRICT OF COLUMBIA AND FEDERAL COMPLIANCE REQUIREMENTS

All applicants must obtain from the District of Columbia a Citywide Clean Hands Certification (CCH) and submit this document as part of the application. Please request or update CCH to include with your application. Applications without the certificate will be deemed ineligible. This certification is required before any grant-related funding is disbursed, and grantees must remain in compliance throughout the term of the grant.

The CCH website application supports the Citywide “Clean Hands” Certification Mandate (D. C. Code § 47-2862) which stipulates that individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes or penalties. Applicants who are District residents may visit the following site to obtain more CCH information: <https://mytax.dc.gov/#1>.

Non-DC Resident Applicants are still required to obtain a Clean Hands certificate. CAH recommends applicants who have never applied for a Clean Hands to begin the process immediately, as it may take up to 10 business days to complete.

Legal Compliance

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include: Title VI of the Civil Rights Act of 1964 (which provides that grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to grant-related programs, activities and services); Title VII of the Civil Rights Act of 1964 (P.L. 88-352) (which prohibits discrimination on the basis of race, color, or national origin); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686) (which prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794); the DC Human Rights Act of 1977; and the Americans with Disabilities Act of 1990 (42 U.S.C. §§12101 - 12213) (which prohibits discrimination on the basis of disabilities).

Federal and Local Tax Reporting

All grantees are responsible for reporting their respective grant award(s) as income on

federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax professional and the United States Internal Revenue Service.

CALENDAR OF KEY DATES

Call to Artists Released	Monday, May 2, 2022
Submission Deadline	Friday, June 24, 2022, at 4:00 pm ET
First Round Panel to Select Finalist	On or about Friday, July 29, 2022
Notifications Made to Applicants of Finalist Selections	On or about Monday, August 15, 2022
Finalist Round Panel to Select FY21 Acquisitions	On or about Friday, September 9, 2022
Notifications of Final Selections Made to Artists	On or about Tuesday, November 1, 2022

CAH ART BANK PROGRAM GRANT STAFF CONTACT

Specific questions about the Art Bank Program grant may be referred to Sarah Gordon, Curator, at sarah.gordon2@dc.gov or 202-549-9486.